Digital Voice Recorder

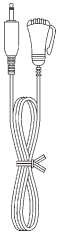
Operation Manual

Printed in Hong Kong 50-PDR3-001011

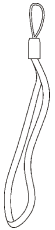
Check the accessories in package

Voice Recorder

Earphone

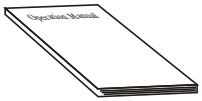


External Microphone



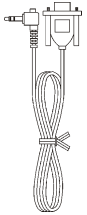
Wrist Strip

Line-in Cable

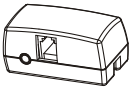


Operation Manual

PC-Link Software CD*
(Models dependent)



PC-Link Cable*
(Models dependent)



Telephone Adaptor*
(Optional feature)

Telephone Adaptor Cable*
(Optional feature)

Battery

** Accessories may not be included in package which is subject to vary design version.*

Table of Contents

General Features 3
Looking at Your Recorder 4-5
Getting Started 6
- Installing the Batteries 6
- Replacing the Batteries 6
- Turning On / Off the Unit 6
- Setting the Clock 7
- Setting the Alarm 7

Basic Operations 8
- Recording Messages 8
- Remaining Recording Time 9
- Playing Back Messages 10
- Erasing Messages 11

Advanced Operations 12
- Moving Messages to a Different File Folder 12
- Playing Back a Message at a Desired Time with an Alarm 12
- Password Protected Messages-LOCK function 12
- Preventing Accidental Operation-HOLD function 13
- **VOX -** Voice Activated Recording 13
- Recording with line-in and telephone adaptor* 14
- To save into external audio device or a PC 14

Menu Settings 15
- **MODE -** Recording Mode Setting 15
- **SOURC -** Input Source Setting 15
- **VOX -** Voice Activated Recording Setting 15
- **SENSE -** Microphone Sensitivity Setting 15
- **CONTI -** Continuous Message Playback Setting 15
- **ALARM -** Daily Alarm Setting 15
- **TIMER -** Timer Setting 15

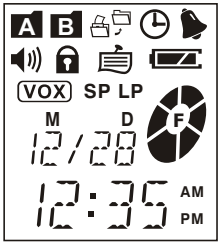
Connecting to your PC** 16-21
- Install the DVR PC-Link Software 16
- Connect PC to the recorder 17
- Download recorded messages to the PC 18
- Save and decompress the message 19
- Playback the message on PC 20
- Compress the wave file 20
- Upload the message from PC to the recorder 21
- Initialize the recorder 21

Additional Information 22-23
In Case of Difficulty 24
Specifications 25

** Telephone adaptor is an optional feature*
*** PC-Link feature is subject to different models*

Looking at your Recorder

Display Window



- A - File Folder A
- B - File Folder B
- PC Link - PC Link
- Timer - Timer
- Alarm - Alarm
- Playback speaker - Playback speaker
- Password protected - Password protected
- New un-read message - New un-read message
- Battery indicator - Battery indicator
- VOX - Voice Activated Recording
- SP - Standard Play
- LP - Long Play
- Blank : Record / Playback mode
- Spinning : Recording and during message playback
- Solid on : Standby mode and memory indicator
  = Empty = Half full = Memory full
- M 12 - Month digit
- 28 - Day digits
- 12:35 AM PM - Time digits

Getting Started

Installing the Batteries

1. Slide down and lift the battery compartment cover.
2. Insert two (2) LR03 (size AAA) alkaline batteries with correct polarity.
3. Replace the cover.

Replacing the Batteries

When the batteries are depleted, ▭ flashes.
Replace the batteries as soon as possible.

Battery life* *(See Page 25)*

Note:

- *Do not use manganese batteries.*
- *Do not mix old and new batteries, different types of batteries, or rechargeable batteries of different capacities.*
- *Replace new batteries within 3 minutes. Otherwise, current date and time setting may be lost. You need to set the date and time again. However, the recorded messages will retain.*
- *If you do not plan to use the recorder for a long time, remove batteries. Batteries can leak chemicals that destroy parts.*

Turning On / Off the Unit

1. To turn on the unit, press and hold the POWER button until unit beeps and display window shows date and time.
2. To turn off the unit, press and hold the POWER button until unit beeps and display window goes blank.

Note:

- *The system will turn off automatically if the unit remains idle for 60 seconds in Standby mode to save battery power.*

Getting Started (continued)

Setting the Clock

1. When the recorder is in standby mode, press SET and use ■ to scroll down to TIME DATE.
2. Press ▶▶ and Month 00 digits will start blinking.
3. Press ▶ / ■ buttons to select Month setting.
4. Press ▶▶ to shift to Day setting. Day 00 digits will blink.
5. Repeat steps 3 & 4 in setting Hour & Minute.
6. If you choose 12-Hour mode, am / pm icon will be turned on and off respectively while setting.
7. To select 24-Hour mode, press ▶ / ■ repeatedly until Hour digits shows 00 .
8. You can press ▶▶ and ◀◀ alternately to move to the setting that you want to change.
9. Press SET or ▶▶ to confirm clock setting until display window shows the time you have chosen.

Setting the Alarm

1. In standby mode , press SET button and use ■ to scroll to ALARM menu.
2. Press ▶▶ button to select the On/Off mode.
3. Press ▶ button to change the flashing OFF to ON.
4. Press ▶▶ button and the time for the alarm will appear and flashing.
5. Press ▶ and ■ buttons to change the alarm time.
6. Press ▶▶ to set the alarm and the Icon will appear on the display.
7. System beeps for 30 seconds at set time. You can press ■ button to stop.
8. To turn off the Alarm, repeat steps 1-3. Then select OFF to turn off Alarm.
9. Icon disappears from display window.

Note:

The unit will enter standby mode after powered on or 60 seconds after recording / message playback.

You can enter standby mode manually by pressing the ■ button after recording / message playback.

Basic Operations

Recording Messages

You can record up to 99 messages in each file (A & B). The newly recorded message is automatically appended to the last recorded message, you can start recording quickly without searching for the end of the last message.

Default voice source is microphone, for other voice input source selection. See P.15

1. Press FILE button for File Folders **A** or **B** .
2. Press REC to start recording message.
3. Press ■ to stop recording.

To pause a message during recording

1. Press ▶ button to pause a message recording.
2. PAUSE blinks on the display window.
3. Press ▶ button again to resume recording.

To protect a recorded message with password

1. Select the message number or immediately after your recorded message, press SET button. LOCK OFF will appear on the display window.
2. Press ▶▶ button and the OFF digits will blink.
3. Press ▶ to toggle it to ON.
4. Press ▶▶ to confirm the change.

To playback the protected message, you need the password. See page 12.

To add a recording to a previously recorded message

You can add a recording to the message being played back.

1. During message playback, press REC button for 1 second.
2. Press ■ to stop the recording.

The added recording will be placed after the current message and count as a part of the message.

Tips

- *Recording time (see page 25)*
- *You can select the microphone sensitivity (see page 15)*

Notes

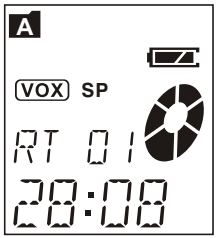
- When the memory is full, recording automatically stops and 'F' will flash on the display window. To continue recording, first erase some of the message *(see page 11)*
- If you press REC when the memory is full. MEM FULL will display. Erase some of the message before you start recording again. *(see page 11)*
- If you press REC after you have recorded 99 messages, FOLDR FULL will display. Select another file folder or erase some of the message *(see page 11)*

Notes on recording

Noise may be recorded if the object, such as your fingers, etc., accidentally rubs or scratches the unit during recording.

Remaining Recording Time

To display the remaining recording time, press ■ in standby mode .
The display will show:



For this example:
The remaining time RT is 1 Hour, 28 minutes and 8 seconds in SP mode. For remaining time in LP mode, please switch the recorder to LP mode and display again.

For mode change please refer to P.15

Playing Back Messages

When playing back a previously recorded message, start from Step 1.
When playing back a message you have just finished recording, start from Step 3.

1. Press the FILE button to select A or B folder that you want to listen the message.
2. You can scroll to the message number that you want to start listening by pressing ▶▶ or ◀◀ repeatedly.
3. Press ▶ to playback the message.
4. Press ■ to stop playback.
5. Message with icon means new and un-read.
6. To playback messages with password protected , PASSW *** will blink on the display window. Enter the correct password by using ▶/■ and ▶▶ buttons. *(See page 12 for password setting)*

Fast Scanning Messages

Your recorder provides a Fast Scanning function to save you time without listening to all messages contents but will let you hear the first 5 seconds of each message for you to select which message that you want to listen.

1. Press the FILE button to select folder A or B .
2. Press and hold the ▶ button for 2 seconds or until SCAN appears on the display.

To Pause a Message during Playback

1. Press ▶ to pause a message during playback and PAUSE will blinks.
2. Press ▶ again to resume playback.

To Repeat a Message

1. Press and hold the ▶ button for 2 seconds or until REPEAT appears on the display during playback.
2. Press ■ to stop the repeated playback.

For private listening

Connect an earphone to the EAR jack.
The built-in speaker will be automatically disconnected.

Erasing Messages

Erasing All Messages in a File

1. Press FILE button to select which file that you want to erase messages.
2. Press ERASE button in playback idle mode i.e. disappears.
3. ERASE ALL will flash on the display.
4. Press ERASE button again will erase all the messages in that File.
5. To cancel erasing, press ■ button before step 4.

Erasing Messages one by one

1. Press FILE button to select A or B that you want to erase messages.
2. Press ▶ to playback the message and use ▶▶ / ◀◀ to scroll to the message you want to erase.
3. Press ERASE while the message is being played back.
4. ERASE THIS will flash on the display and the first 5 seconds of the message will playback repeatedly for 10 times..
5. Press ERASE again to erase the message.
6. To cancel erasing, press ■ button before step 5.

Notes

- *You can erase the recorded message one by one or all message in a file at a time.*
- *Note that once a recording has been erased, you cannot retrieve it.*
- *When a message is erased, the remaining message will advance and renumbered.*

Moving Messages to a Different File

1. Press FILE to select A or B in which you want to move the message.
2. Press ▶▶ / ◀◀ to skip to the message you want to move.
3. Press SET and use ▶ / ■ to scroll to MOVE TO A or B option.
4. Press ▶▶ to perform the move message operation.
5. To cancel moving the message, press SET before step 4.

Note

The move function does not duplicate a message in another file. When you move a message to another file, it will be deleted from the previous file. The moved message will be added behind the last recorded message of the target file.

Playing Back a Message at a Desired Time with an Alarm

1. Use FILE and ▶▶ / ◀◀ to select the file and message you want to playback.
2. Press SET and scroll down to ALARM option.
3. Press ▶▶ then ▶ / ■ and ▶▶ again to turn On the ALARM function.
4. Use ▶ / ■ and ▶▶ buttons to set the Day and Time for the Voice Alarm.
5. At the set time, the alarm will sound and the VOICE ALRM will flash on the display. Press ■ during the Alarm sound to start the playback of the message.

Password Protected Messages LOCK Function

Your recorder provides 3-digit programmable security code to protect your private messages. The default factory setting is 000. It is strongly recommended that you should change your password when you start storing your private messages.

Setting / Changing your own password

1. In standby mode, press SET button and use ▶ / ■ to scroll to PASSWORD option.
2. Press ▶▶, PASSW and flashing *** will appear on the display.
3. Use ▶ / ■ and ▶▶ buttons to set or change your password.

Preventing Accidental Operation HOLD function

Slide the HOLD switch in the direction of the arrow. HOLD will appear on the display whenever any button is being pressed.

To cancel the HOLD function, simply slide the HOLD switch in the opposite direction.

You cannot power on the unit when the unit is auto powered off in HOLD mode.

You have to cancel the HOLD mode to power on the unit.

VOX-Voice Activated Recording

To automatically pause recording when there is no sound or voice present (and prevent unnecessary recording), use the VOX function. This function maximizes recording time and save storage of the recorder.

1. In standby mode , press SET button and use ■ to scroll to VOX menu.
2. Press ▶▶ button to select the On/Off mode.
3. Press ▶ and ■ buttons to toggle between OFF and ON.
4. Press ▶▶ to confirm the change.

When VOX is turned on, the unit pauses recording when no voice is detected for 2 seconds and WAIT will flash on the display window. Recording will be resumed when voice is detected again.

Recording with line-in and telephone adaptor*

Line-in source:

1. Connect the smaller end of the the audio line-in cable to the external mic/line-in jack and the other end to the external device (Audio or PC) sound output such as earphone jack.
2. Set the source to Line-in (LINE). *See Page 15*
3. Follow the same procedure as with the microphone. *See page 8*

Telephone conversation with telephone adaptor:

1. Unplug the handset cable from the telephone set and connect the handset cable to the 'HANDSET' socket of telephone adaptor.
2. Connect one end of the supplied telephone cable to the 'TEL' socket of telephone adaptor and the other end to the telephone set.
3. Connect the smaller end of the audio line-in cable to the external mic/line-in jack of the digital voice recorder and the other end to the 'DVR' socket of the telephone adaptor.
4. Set the source to Telephone (TEL). *See page 15*.
5. Follow the same procedure as with the build-in microphone. *See page 8*

** Telephone adaptor is an optional feature*

To save into the external audio device (such as a tape recorder)

1. Connect the smaller end of the audio cable to the earphone jack of the digital voice recorder and the other end to the Mic input jack or AUX jack of the external audio device.
2. Press the record button on the external audio device and the play button on the digital voice recorder to start recording.

You may need to purchase another cable or adaptor if the provided audio cable does not fit the input jack of the external audio device.

To save into PC

Please follow the procedures in Connecting the recorder with a PC. *See page 16*

Menu Settings

Press SET button in standby mode to enter the menu. Use ▶ / ■ to select the menu option. Press ▶▶ to select the option, ▶ / ■ to change the setting and then ▶▶ again to perform the change.

MODE

Recording mode setting, switch between (SP) mode for better sound quality and (LP) mode for longer recording time.

SOURCE

Input source selection, switch between built-in/external Microphone (MIC), Line In (LINE) and Telephone adaptor (TEL).

VOX

VoiceActivated Recording, switch between ON (enable) and OFF (disable).
(*See page 13)*

SENSE

Microphone sensitivity setting. Switch between HI and LO.
HI : To record at meetings or in a quiet or spacious place.
LO : To record for dictation or in a noisy place.

CONTI

Continuous playback option, switch between ON (enable) and OFF (disable).

ALARM

Alarm setting. *(See page 7)*

TIME DATE

Date and time setting. *(See page 7)*

PASSWORD

Password setting. *(See page 12)*

TIMER

Timer setting in (HH:MM) The unit will beep when the set time was reached, press ■ to stop the beep.

Connecting the Recorder with a PC

With the supplied PC Link software, you can download recorded messages to your computer. The software provides management of recorded messages as well as playback of those messages.

System Requirements

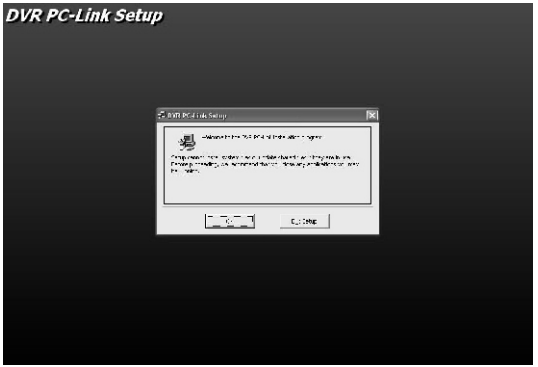
- Pentium or faster
- CD-ROM drive
- Sound Blaster Compatible
- Windows 98/98SE/ME/2000/XP
- More than 5MB free hard disk space
- Serial port

Installing the PC-Link Software

1. Place the installation CD into your CD-ROM drive. The installation dialogue box (PC LINK InstallShield Wizard) will be displayed on Monitor.
2. Follow the on-screen instruction to install the software.

If the setup menu does not automatically appear after inserting the CD-ROM into the CD-ROM drive:

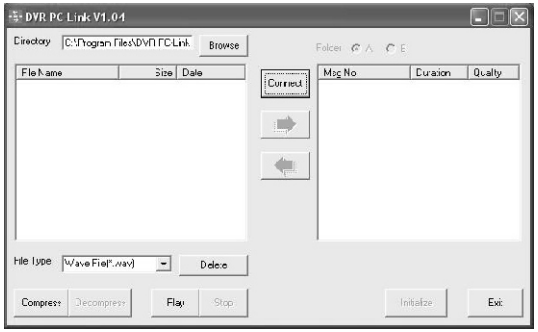
1. Click Start button on your Windows desktop and choose Run on Start menu.
2. Type "<CD-ROM drive letter>:\Setup" .
3. Click OK button or press Enter key on your keyboard. The setup menu appears.
4. Follow the on-screen instruction to install the software.



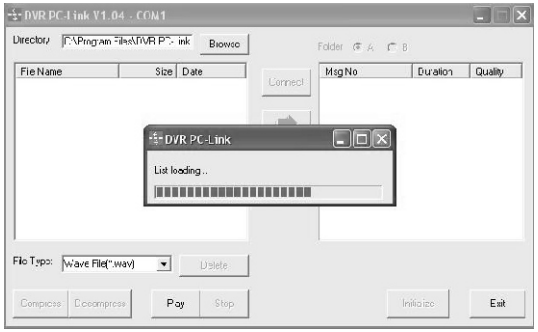
Connecting the Recorder with a PC

Connecting the Recorder to the PC

1. Connect the recorder with the provided serial cable to a serial port of your PC.
2. The recorder will automatically power up if it is off and PC Link will display.
3. Click [Start] [Programs] [DVR] [PC-Link] to run the PC-Link program.
4. The following Upload / Download Utility window will pop up.

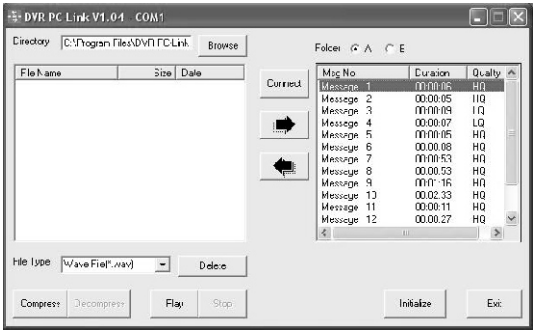


Click Connect button, the PC-Link connects to the recorder .....



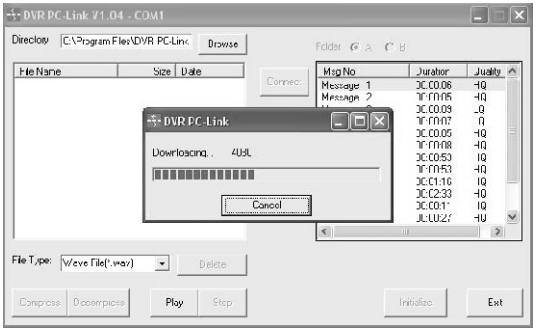
Connecting the Recorder with a PC

All the recorded messages will display on the PC-Link Window.



Choose which File Folder and message you want to download to PC,

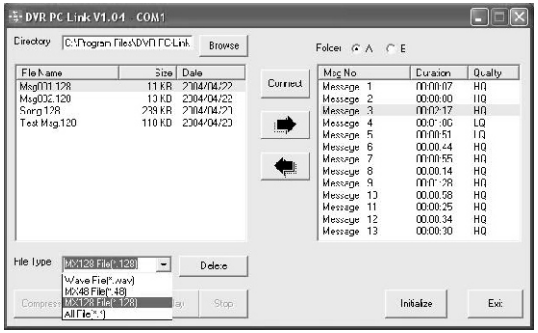
and then press the button to start the download.



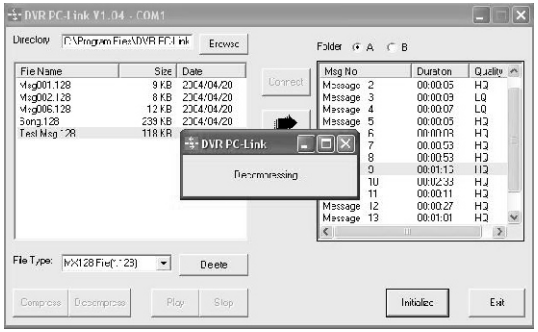
Note : *You need to unlock those password protected message before you can download it.*

Connecting the Recorder with a PC

The message will then store to the PC as a compressed file. MX48 file format for LQ (LP) recording and MX128 file format is for HQ (SP). You can change the file name and location, the default location will save the files in DVR PC-Link folder.

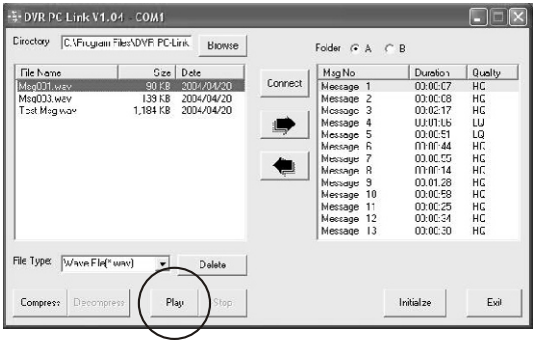


If you want to playback the message on your PC, you need to decompress the message first. Select the file and press the Decompress button, the message will then decompress and save as a **.WAV** file. You can change the file name and directory of this file.

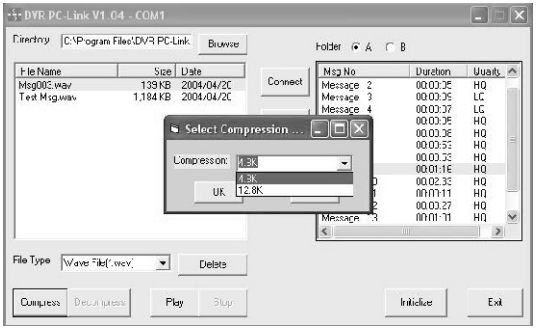


Connecting the Recorder with a PC

You can playback the message by select it and press the Play button.

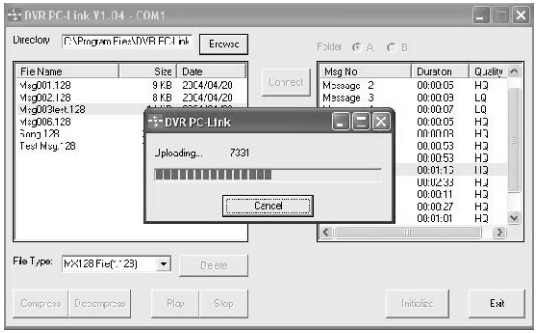


You can compress a Wave file (.wav) to a MX48 (LQ) or MX128(HQ) file and upload it to the recorder. Select the wave file, press the compress button and select the compression i.e. 4.8K is for MX48 (LQ) and 12.8K is for MX128 (HQ).



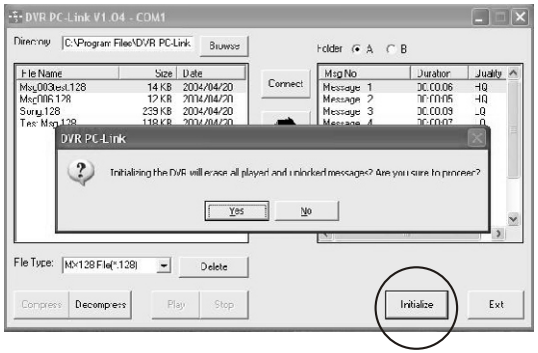
Connecting the Recorder with a PC

Select which compressed file you want to upload and press the button.



Note : *The file will appended to the end of the recording and renumbered.*

The initialize button is use to delete **ALL** old messages in the recorder except those un-read and password protected. Click Yes to proceed.



Additional Information

On Safety

- Do not operate the unit while driving, cycling or operating any motorized vehicle.

On Handling

- Do not leave the unit in a location near heat sources, or in a place subject to direct sunlight, excessive dusty or mechanical shock.
- Should any solid object or liquid drop into the unit, remove the batteries and have the unit checked by qualified personnel before operating it any further.

On Noise

- Noise may be heard when the unit is placed near an AC power source, a fluorescent lamp or a mobile phone during recording or playback.
- Noise may be recorded when an object, such as your finger, etc., rubs or scratches the unit during recording.

On Maintenance

- To clean the exterior, use a soft cloth slightly moistened in the water. Do not use alcohol, benzene or thinner.
- Keep personal credit cards using magnetic coding or spring-wound watches, etc., away from the unit to prevent possible damage by the magnet used in the speaker.

Backup recommendations

To avoid potential risk of data loss caused by accidental operation or malfunction of the digital recorder, we recommend that you save a backup copy of your recorded messages on a PC or a tape recorder, etc.
See page 14

"Although this unit is perfectly designed for recording convenience and comfortably to every user, unpredictable mishandling may occur during operation. Manufacturer is not responsible for any consequences or condemnation in case of data lost when using the unit"

Additional Information

Declaration

The product function maybe reset when it is subjected to electrostatic discharge disturbance. Just follow the instruction described in this manual to set the function again for normal operation.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.
-- Increase the separation between the equipment and receiver.
-- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

In Case of Difficulty

If your recorder does not work properly, try the following suggestions before seeking repair assistance.

Symptom	Solution
Display does not turn on	☐ Check if batteries are inserted with correct polarity. ☐ The batteries are weak. Replace new batteries. ☐ Check if the buttons are locked with the HOLD switch.
The unit cannot record message	☐ Check if memory is full, F and MEMORY FULL will displayed. Try erasing some messages or download to PC to make room for new one. ☐ 99 messages have been recorded in the selected file. Select another file or erase some of the message.
No sound comes from the speaker	☐ The earphone is plugged in. ☐ The volume is turned down completely.
Recording level is low	☐ Try a closer distance between microphone and the sound source during recording. ☐ Microphone sensitivity is set to 'LO'. Set it to 'HI'.
Noise or 'SCRATCHY' sound during playback	☐ An object, such as your finger, etc. accidentally rubbed or scratched the unit during recording. Noise was recorded.
The unit does not operate correctly	☐ Take out the batteries and reinsert it again. ☐ Press the reset switch *(inside the small hole in battery compartment)* by using a small ball-point pen etc. *(The unit will reset to the factory default settings, but the recorded messages will remain)*

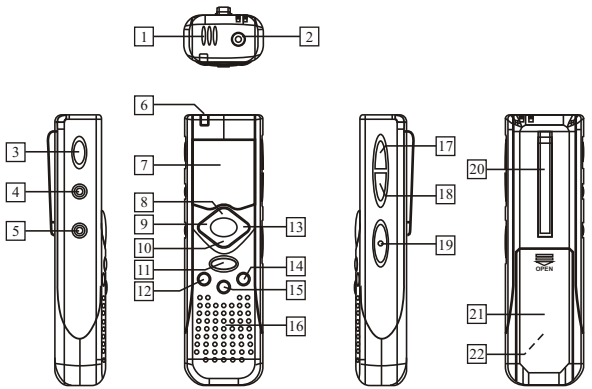
If you continue to have problems, contact your local dealer where you purchase the unit.

General Features

- LCD Display - guides you through operation with icons
- Recording capacity from 240 minutes up to 16 hours
- Maximum 198 voice notes
- SP/LP mode select
- 2-Folder capability
- Key lock (hold) function
- Real time clock
- Daily Alarm Clock
- VOR (VOX)
- Multiple voice alarm to schedule your appointments
- 3-digit programmable password for confidential voice notes
- Instant messages record/playback/pause/skip/repeat
- Voice notes append
- Speed Search - search any messages without waiting
- Selectively delete/All delete messages
- New messages protection
- Voice files transfer between folders
- Adjustable speaker volume
- Battery Low indication
- Memory capacity indication
- Audio jack for external headset/microphone
- Compact size - ready to use from your pocket
- PC Linkage for voice mail via Internet (optional)

Looking at your Recorder

Main Unit



1	Built-in microphone	12	Erase button
2	External microphone / line-in jack	13	▶▶ Forward button
3	Power button	14	File folder select button
4	PC Link jack	15	SET button
5	External earphone jack	16	Speaker
6	Recording LED	17	Volume +
7	LCD display window	18	Volume -
8	▶ Play / Scroll up button	19	HOLD button
9	◀◀ Backward button	20	Clip
10	■ Stop button	21	Battery compartment cover
11	REC (record) button	22	Reset button *(small hole inside)*

Specifications

- Recording media: Non-volatile FLASH memory
- Recording time:

	PDR3-240	PDR3-480	PDR3-960
SP mode:	85 min.	170 min.	340 min.
LP mode:	220 min.	440 min.	880 min.
Memory size	8MBytes	16MBytes	32MBytes

- Maximum number of recordings: 198 messages in total with 99 messages per file folder
- Speaker: Built-in 23mm diameter
- Microphone: Built-in omni-directional microphone
- Power requirement: 2 x AAA alkaline battery LR03
- Battery life: Approx. 9 Hrs of continuous recording or 8 Hrs continuous playback *(speaker volume in mid level)*
- Max power output: Earphone: 30mW, 32Ω
  Speaker: 200mW, 8Ω
- PC-Link Operating Environment*:
  PC: IBM PC/AT compatible, Pentium or above,
  OS: Win98 / 98SE / ME / 2000 / XP
  RAM: 32MB or more
  Hard Disk: 5MB of free hard disk space *(additional space required to store voice file)*
  Sound Card: Sound Blaster 16 or compatible
  CD-ROM drive and Serial port
- Dimension: 105mm x 30mm x 18mm
- Weight: 37g (without battery)

- Accessories included: Earphone, External microphone cable, Audio line-in cable, Wrist strap, User manual, (CD-ROM and RS-232 cable)**

* Please note that PC-Link feature is subject to different models
** Included with PC-Link feature